



Jeffrey Babinski  
County Administrator

# HOUSTON COUNTY

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Commissioners:  
District 1  
Jack Miller  
District 2  
Eric Johnson (Vice Chair)  
District 3  
Robert Burns  
District 4  
Teresa Walter (Chair)  
District 5  
Vacant

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## HOUSTON COUNTY BOARD OF COMMISSIONERS REGULAR BOARD MEETING AGENDA

**9:30, December 17, 2019, County Board Room, Historic Courthouse**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **APPROVE AGENDA**

### **APPROVE MINUTES (26 Nov Board Meeting, 3 Dec Board Meeting)**

### **PUBLIC COMMENT**

### **9:35 Appointment: Presentation of Employee Recognition Awards**

### **9:45 Appointment: Marissa Streifel, Entomologist, Gypsy Moth Treatment Coordinator - Info briefing on proposed Gypsy Moth treatments in spring 2020**

### **10:00 Appointment: Chris Nickelson, Municipal Advisor - Ehlers, Current Bonding Refinancing and Future Bonding Options**

### **CONSENT AGENDA**

(Routine business items enacted by one unanimous motion. Commissioners may request moving items on the consent agenda to the Action Item list if they desire discussion before taking action.)

- 1) Approve Claims, Human Service & License Center disbursements
- 2) Authorize Resolution 19-46, County Veteran's Service Office Operational Enhancement Grant Program.
- 3) Authorize Resolution 19-47, Emergency Management Program Grant.
- 4) Accept the donation of \$3000 from the Houston County K9 Foundation to cover the Canine Lease for 2019.
- 5) Approve the 2020-2021 Region 10 Interagency Agreement for Public Health and Human Services Contracting Services.
- 6) Approve the 2020 Tobacco Licenses for River Valley Convenience Store (Houston), Houston FoodMart-BP (Houston) and Dollar General (Houston).
- 7) Approve the EDA Board of Directors recommendation to appoint Dayna Burtness Nguyen to the EDA Board of Directors.
- 8) Approve the 2019 Understanding of Audit Services with the Office of the State Auditor for the year ended December 31, 2019.

- 9) Approve the 2020 Board Of Commissioners Schedule
- 10) Affirm the following personnel actions:
  - i. Assessor's Office
    1. Re-assign Kelly Peterson as a probationary Technical Clerk I (B21) at Step 5, effective January 2, 2020.
    2. Change the classification of Leilani Powell from Appraiser Trainee (B22) to Certified MN Appraiser (B23) Step 1, retroactive to November 12, 2019.
  - ii. Auditor/Treasurer
    1. Hire Beverly Bauer as a 67-day Technical Clerk II (B21) at Step 1, effective January 8, 2020.
    2. Hire Arien O'Heron as a 67-day Technical Clerk II (B21) at Step 1, effective January 8, 2020.
  - iii. Extension Office
    1. Initiate a competitive search for a Technical Clerk I (B21) for U of M Extension (also assists Veterans Services).
  - iv. Public Health & Human Services
    1. Accept the resignation of Mallory Van Lin, Agency Social Worker, Children's Mental Health, effective January 3, 2020 and thank Mallory for her service to the residents of Houston County.
    2. Initiate a competitive search for an Agency Social Worker for Children's Mental Health (C41).
  - v. Sheriff's Office
    1. Hire Brady Auger as a probationary Jailer/Dispatcher, (B23-2), Step 1, tentatively effective January 8, 2020, conditioned upon a successful background check.

## **ACTION ITEMS**

- 1) Consider approval providing the Houston County Historical Society the additional 2019 allotment of \$4000 which was contingent upon receipt of their Financial Statement. (Babinski)
- 2) Consider approval of write-off of uncollectable, delinquent accounts totaling \$63,235.07. (Pugleasa)
- 3) Consider approval of the RRSW 2020 budget allocation and additional allocation of \$14,400 which would receive state matching funds. (Babinski)
- 4) Consider approving the initiation of refinancing current bonds. (Lapham)
- 5) Consider approval of 2019 budget amendments. (Lapham)
- 6) Consider approval of Resolution 19-48 Adoption of 2020 Budget. (Babinski)
- 7) Consider approval of Resolution 19-49 Certification of Final Levy for 2020. (Babinski)

## **DISCUSSION ITEMS**

- 1) Administrator Updates
  - Refugee Resettlement Executive Order
  - New County Website
  - District 5 Election Schedule
- 2) Commissioner Reports & Comments

## **CLOSING PUBLIC COMMENT**

## **ADJOURN**

## **REMINDERS**

17 December:	Board Meeting (Finance Standing Committee)
25/25 December:	Christmas Holiday